

SACRED HEART CATHOLIC ACADEMY

HANDBOOK / CALENDAR 2016 - 2017



84-05 78th Avenue, Glendale, NY 11385

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A Message From The Principal

The purpose of these guidelines is to provide information which may assist the parents as they work with the faculty.

The focal point of all education is the growth and development of the human person. We strive to accomplish this within a Christian perspective. Since you are entrusting the education of your child/children to us, the faculty of Sacred Heart Catholic Academy assures you of its complete dedication to this task.

In our school community, we strive to educate the whole child...spiritually, intellectually, physically and socially. Our aim is to generate in our students a sense of responsibility and self-discipline and an appreciation of each person's uniqueness.

A good school system can only be updated and improved by a sincere interest and cooperation between the home and the school. Therefore, we encourage your participation and support of our various school activities.

Ms. Gangi

Policies and Regulations

School policies and regulations are designed to facilitate the working together of faculty and students as a community. Students and parents are asked to become familiar with the content of these guidelines so that both they and the faculty can weave patterns of cooperation and communication in the everyday life of the school.

We are a Catholic school and take very seriously our responsibility to assist you in raising your children to be faith-filled adults with strong Christian values. We assume that you have enrolled your children in our school for this very reason. While we do all we can to instill proper behavior and values into our students, we must rely heavily on parents to be the primary educators of their children.

Children do not have prior knowledge or skills, and so they eagerly look for someone to imitate. That "someone" is usually one or both of their parents. Parents are a child's first teachers and role models. Usually children are more affected by what their parents do than by what their parents say. They learn how to behave by seeing how their mothers and fathers behave and following their example. "Do as I say and not as I do" is not an effective way of molding a child.

What parents do and don't do, say and don't say, provide their children with the experiences that the children interpret into beliefs. Those beliefs, in turn, then determine their behavior and emotions and, ultimately, their lives-for better or for worse.

Social skills are learned by the way parents interact with others. Positive interactions, even when difficult, teach our children much. Parents who blame others for the difficulties they face soon find themselves with children who have adopted a similar behavior. Parents who take the time to help others or join in community projects find themselves with children who are willing to give of themselves. Parents who value rules impart these good citizenship values to their children.

None of the above comments assume that any of us are capable of perfection or anything close to it. We all lose our tempers, say things we're sorry for, and are not always as kind as we would like to be. However, it is the general trend in our behavior that influences our children, not the isolated instances of bad (or good) behavior. We are human; so are our children. Perfection can be expected of neither. What is important is to admit our mistakes, say we're sorry, and demonstrate how we try to make amends for our failures.

"The only worthwhile discipline for raising children is to provide a solid framework of ideals – not for our children to live up to, but for parents to live within." (Sydney J. Harris)

We ask parents to become familiar with these rules and regulations and to remember that their compliance with them will ultimately affect their child's cooperation and behavior.

I. BEHAVIOR

- A. Silence must be observed during fire drills, assemblies and when in church. A quiet atmosphere must be observed during change of class.
- B. Eating is not permitted outside on school grounds at any time.
- C. Gum chewing is not allowed in school and/or in school uniform.
- D. **SMOKING** in school or on school grounds is absolutely forbidden. (It's against the law)
- E. Use of foul language is not permitted in school, on school grounds, or at school sponsored functions. Failure to comply may result in disciplinary action.
- F. **Respect**: Students are expected to respect one another and one another's property both in manner and in action. Bullying, as defined by the administration is prohibited. Students are expected to respect school and teacher property, including but not limited to their desks. They are not permitted to destroy books, walls, etc. with graffiti. Restitution will be expected. Suspension or expulsion may result.
- G. Aggressive physical behavior will not be tolerated in and around school or at school sponsored events. Parents may be notified if there are any incidents of this type. If the problem persists, the student(s) may be suspended from class/school. Failure to change behavior may result in expulsion.
- H. Disruptive classroom behavior will not be permitted in school or at school sponsored functions (ex. trips). Parents may be notified if their children are causing difficulties. If the problem persists, the student(s) may be suspended from class/school. Failure to change behavior may result in expulsion.
- I. Students are not permitted to bring weapons to school, ex. knives, whips, etc. If the student does, it will be removed and the student will be suspended or expelled and/or police notified.
- J. Students are not permitted to throw snow when they are on school property or in school uniform.
- K. No beepers, beeping watches or latches are permitted on school property.
- L. Cell phones although permitted, must not be on student's person. If a student chooses to bring a cell phone to school, the school will not be held responsible for it. Students may not take out a cell phone or other communication device to contact parents or others or to access the Internet during school hours. Parents should not contact the student's cell phone or communication device during school hours. Emergencies should be handled through the school office. Cell phones found on a student's person for any reason during school hours will be taken from the student and will only be released to a parent. The school reserves the right to deal more severely with repeated or serious offenses. In addition, cell phones will be collected from students in grades 5-8 in the morning and returned to them at the end of the school day. The phones will be stored by the administration. This policy is necessary to keep communication lines open and clear in the event of an emergency. *Cell phones are a backup communications tool for school administrators and crisis teams. Widespread student use in a crisis could eliminate crisis team emergency communications tools very quickly at a critical time. In addition cell phone calls can impede evacuation procedures by accelerating parental response to the scene of an emergency.*
- M. Students are always to conduct themselves as Sacred Heart Catholic Academy students, whether inside or outside school, and to exhibit the behaviors expected of such students.
- N. Technology/Internet use at Sacred Heart Catholic Academy is limited to students and parents who have signed the last page of the rules & regulations detailed here.
- O. Students may not use water bottles during school, except during gym.

II. DETENTION POLICY

A Detention Policy has been put into place to address infractions of the Policies and Regulations set forth in this handbook. Every infraction will have an immediate consequence in an effort to deter repeated offenses. These infractions include, but are not limited to:

- Lateness – It is important that students learn to be responsible and on time. It will serve them well now and in the future. In addition, the lateness of a student or students is very disruptive to the entire class and much valuable classroom time is lost.
- Unprepared for Class – Students who arrive for class without textbooks, notebooks, writing materials, incomplete or missing homework assignments, lunch, snack, special project items, etc. are not only learning poor habits, but are causing time to be wasted by their teachers, fellow students, the office and their parents.
- Failure to be in Complete Uniform – Uniform regulations are clearly detailed in this handbook and are expected to be adhered to at all times. Your child represents Sacred Heart Catholic Academy and is expected to wear his/her uniform with pride and in its entirety. No substitutions are allowed. In addition, shirts are to be tucked in and skirts are not to be rolled up.
- Gum Chewing – Gum chewing is never allowed during the school day.
- Use of Make-Up, Nail Polish, Jewelry not in compliance with school policy, wearing nail or hair extensions and for non-compliance with our Dress Down Policy.
- Destruction of School Property
- Rude and disrespectful behavior to any adult
- Disruptive behavior
- Fighting
- Use of inappropriate Language

Detention will no longer take place during lunch. Detention will take place before or after school. Each time a student incurs an infraction, they will be required to serve detention within a week.

Parents will be notified in writing of all detentions to be served and are required to sign and return the notification form to school immediately.

Repeated detentions will require parent/teacher contact. If negligent behavior continues, a formal Disciplinary Referral will be issued and become a part of the student's file.

Some infractions may affect the student's grades such as lateness, no homework, unprepared for class, or disruptive behavior during class.

DETENTION (continued)

All infractions and assigned detentions are at the discretion of the teacher and principal. The principal reserves the right to assess each situation and as previously stated, reserves the right to waive and/or deviate from any and all disciplinary regulations, for just cause, at her discretion.

III. ARRIVAL AND DISMISSAL

Arrival:

All grades (N to 8), with the exception of Pre K for All, will arrive at school between 8:00 and 8:10 A.M., unless participating in Early Morning Drop Off. They will enter the building through the stage door on 84th Street and proceed to the gym. Teachers will be on duty for supervision. The stage door will close at 8:15. Students arriving after the door is closed are considered late and must use the main entrance on 78th Avenue. **Only students may enter the building.** No students should arrive at school before 8:00 A.M unless participating in Early Morning Drop Off. THERE IS NO SUPERVISION BEFORE 8:00 a.m.

Monday, Tuesday, Thursday, & Friday

Kindergarten & 1 st Grade	8:10 a.m. - 2:55 p.m.
Grades 2 to 5	8:10 a.m. - 3:00 p.m.
Grades 6 to 8	8:10 a.m. - 3:05 p.m.

Wednesday

Kindergarten to 8 th Grade	8:10 a.m. - 1:00 p.m.
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Monday through Friday

Pre K for All, **for students taking religion**, arrival will be through the stage door on 84th Street between 8:00 and 8:10 am.

They will pray with the student body and proceed to their classrooms to continue their religion studies.

Pre K for All, **for students not taking religion**, arrival will be through the 84th Street entrance at 8:30 am.

Dismissal:

Students may not be picked up early on a regular basis. This creates a great disruption for the classroom teacher.

Nursery Full Day: Parents meet teacher at 84th St. door at 2:50 p.m., 12:50 p.m. on Wednesdays.

Nursery Half Day: Parents meet teacher at 84th St. door at 10:50 a.m. Monday, Tuesday, Thursday, and Friday.

Pre K for All: Students will exit at 2:50 p.m. with their teacher. Pre K-1 will use the 78th Avenue door and Pre K-2 will exit using the 78th Avenue alley door. Dismissal is at 2:50 p.m. Monday through Friday.

ARRIVAL AND DISMISSAL (Continued)

- A. At dismissal, all students, accompanied by a teacher, exit quietly on their lines. (Times detailed above)
- B. In Grades K, 1, 2 and 3, teachers will dismiss students at the gate of the schoolyard. Parents should not enter the schoolyard.
- C. In Grades 4 through 8 teachers will dismiss students at the exits at 78th Avenue and/or 84th Street.
- D. All children are to cross at designated areas, with teachers and crossing guards.
- E. **Students are not permitted to be anywhere in the school building after dismissal** unless they are supervised by a teacher/volunteer. If a student forgets anything at dismissal time, he/she is not permitted to come back into the building to get it, **unless he/she receives permission**. This is a precaution to ensure the safety of our students.
- F. Students who are not picked up at dismissal time will remain with their teachers. Teachers will bring these students to the office to wait until parents arrive. Please notify the office if you are detained. If after 3:15 p.m., children will automatically be sent to after school and a charge will be incurred.

IV. SAFETY OF STUDENTS

- A. In order to ensure the safety of our students, it is necessary for all parents/other adults to report to the school office if there is a need to communicate information to the teachers. Use the 78th Avenue entrance only please.
- B. Parents may not bring their children to their classrooms if they are late. Parents should walk the children to the 78th Avenue entrance of the school. School personnel will then be able to give assistance to the children, if necessary.
- C. Students, with the exception of altar servers or patrol monitors while on duty, are not permitted to open doors leading outside of the building unless they are accompanied by an adult.
- D. Parents should utilize responsible safety procedures when driving their children to and from school each day. Parents should never park illegally around the school, i.e. double park, park in crosswalks, bus stops, driveways, etc. Parents are not permitted to park in front of the school.
- E. **All visitors must sign in at the visitor's desk.** Volunteers, fundraising committee members, tutors, etc. must all sign in. Parents may not go to classrooms without permission from the principal and must then sign in. In case of an emergency, it is imperative that we know who is in the building. For this reason we also must ask that all those visiting the school sign out when leaving the building.
- F. Parents must notify the school office if someone else will be picking up their child at dismissal.
- G. For the safety of all, no ball playing, running, smoking, or pets are allowed at arrival or dismissal on the street or in the school yard. Children should not play on rectory property (examples – against garages, on steps or wall, or in the gardens).
- H. Car idling around the school is against the law.
- I. Please do not come onto 84th street with your car when barricades are in place.

V. PESTICIDES

A New York State law went into effect in July 2001 that requires schools to inform all school staff and persons in a parental relationship that pesticides may be used periodically throughout the school year. Please note that not all pesticide applications require prior notification. The following applications are not subject to prior notification:

- Antimicrobial pesticides and products as defined by FIFRA.
- Aerosol products with a directed spray in containers of less than 18 fl. Ounces, used to protect individuals from an imminent threat from stinging and biting insects. Fogging is not exempt.
- Applications where the school facility remains unoccupied for a continuous 72 hour period following pesticide application.
- Silica gels, and other non-volatile ready-to-use paste, foam, or gel insecticides in areas inaccessible to children (our preferred method).
- Non-volatile insecticide or rodenticidal baits in tamper-resistant bait stations in areas inaccessible to children.
- U.S. EPA exempt materials under 40 CFR 152.25.
- Boric Acid and Disodium Octaborate Tetrahydrate.
- An emergency application due to imminent threat to human health.

In addition, our pesticide applications take place after dismissal on Fridays. Any parent who wants notification of pesticide applications that may take place other than Fridays after dismissal or that is not included in the list above, must notify the school office in writing.

VI. PUBLICATIONS

Sacred Heart Catholic Academy often uses various types of media like our newsletter, local newspaper articles, advertising campaigns, Internet, etc. to publicize the accomplishments of our students and school. This shared information may consist of photos and the names of the students involved. If a parent does not wish their child's name or photo used for these purposes, they must communicate same in writing to the administration.

VII. SCHOOL BUS

Students in Grades K to 2 are entitled to ride the school bus if they live one mile from the school. Students in Grades 3 to 6 are entitled to ride the school bus if they live 1-1/2 miles from school. School Bus service is contingent on the number of students qualified for the service. Other students are entitled to receive Metro Cards if they live within the required distance from the school. The Department of Education automatically provides Metro Cards for qualifying students.

VIII. ATTENDANCE IN SCHOOL

State law requires students to be in attendance for approximately 180 days each school year. In order to maximize learning, it is essential that students are **present and on time each day**. Many important skills are missed every time a child is absent. Illness or serious family emergency are the only valid excuses for absence. Try to foster good attendance habits. Good parental judgment should be utilized during inclement weather conditions.

- A. See to it that children get the proper rest and nourishment.
- B. Clothing should be regulated according to the weather / season and must at all times be in accordance with uniform policy.
- C. Do not schedule family vacations during school sessions. This type of absence is illegal and is noted on a student's records.
- D. Medical/dental appointments are discouraged during school time except for when absolutely necessary. A note is requested before the date.
- E. Students are expected to be in attendance **for the complete session each school day**. If for any reason, a student must leave school before the regular dismissal time, a note should be sent to explain the reason. A parent or person authorized by the parent must come to the school office to escort the student out of the building. Parents must sign the register when students leave the building.
- F. Learning to be "on time" is an important habit to cultivate, and it helps to develop responsibility. If a student is late, he/she is brought to the office. Parents are not permitted to bring students to their classrooms. **Students will be considered late after 8:15 a.m. in the morning.** The attendance register and the permanent record card, both legal documents, will be noted accordingly.

IX. SCHOOL ABSENCES

- A. In case of illness parents are required:
 - 1) to contact the school nurse at 718-386-3136 **by 9:00 a.m.** if a student is absent, otherwise the school nurse will call home.
 - 2) to send a written note to the official teacher explaining the reason for absence and date(s) of absence. This should be sent **on the day that the child returns to school.**
 - 3) If a student is absent because of a communicable illness (pink eye, chicken pox, head lice, etc), please notify the school nurse, so she can alert other parents. Students who have contracted something which is contagious (poison ivy, pink eye, chicken pox, etc.) are not permitted to attend class. A doctor's note indicating the child may return to school should accompany the child's return.
- B. It is the responsibility of the students to make up all work missed during absences. All students should obtain assignments upon their return to school. Parents may request absentee's homework on the second consecutive day of absence. It will not be automatically sent down. All requested work may be picked up at the reception area from 2:35 on only. No exceptions. Siblings may not go to classes to request work, but may pick up work at reception desk. Students will be given a reasonable amount of time to make up work. Teachers will assist students as needed. Due dates and test make-ups will be handled on an individual basis at the discretion of the teacher. Teachers are not always able to give work in advance for those scheduling vacations during school time. Several teachers post assignments on the school's website. Check with your child's teacher regarding this possible option to get assignments.

X. STUDENTS WITH PHYSICAL PROBLEMS

If a student has some kind of injury or physical problem and cannot participate in full physical activity, a doctor's note should be sent to the school nurse at the beginning of each school year. Student's activities (especially in gym) will be limited according to medical requirements. A note must be sent to the school when full physical activity can be resumed. If an injury occurs during the school year, please advise the nurse accordingly.

Ordinarily, students who have lunch in school will be expected to participate in outdoor recess. A note will be required if your child must remain in the building during this period.

If a child requires medicine during the course of the school day, the medication must be left with the nurse with a note from the doctor indicating dosage, etc.

XI. LUNCH PROCEDURES

The Lunch Fee is \$35.00 per student, twice a year in September and February. In order to provide a safe environment parent supervision is required. Lunch supervisors will be selected from a pool of volunteers based on their availability and our schedule. All lunch parents will receive a tuition credit of \$10.00 per lunch duty served.

All students are encouraged to eat nutritious foods both at snack time and at lunchtime during the week. "Junk" foods are not permitted. Lunch should consist of a drink, a sandwich and a small snack only. In fairness to other students, special lunches should not be brought into school including, but not limited to pizza, MacDonald's, Subway, etc. Vending machines in the auditorium are off limits during school hours. No soda, glass bottles, or aluminum foil are permitted as a safety measure.

It is most important that we teach children to be responsible. Therefore, students **MUST** bring their lunch with them in the morning. **Parents are not to drop off lunch** during the morning session or when they come for lunch duty unless there is an emergency.

Disrespect by any student to a lunch supervisor will not be tolerated and will be subject to disciplinary action by the principal. Continued misbehavior may result in suspension from the lunch program.

Three days a week lunch from outside will be available to those students who wish to purchase it. Order forms will be sent home and must be returned by the due date noted. **No orders will be taken after that due date.** In addition, pizza is available on Mondays and must be pre-ordered in the months of September and February. Children who are absent should arrange for another student to bring their orders to school for them or have a parent call the school prior to the order deadlines. No refunds or credits can be issued for students absent on these special lunch days or Pizza Monday.

Lunch Schedule: 12:05 – 12:25 K to Gr 3 Outdoor recess, weather permitting
 12:25 – 12:45 K to Gr 3 Lunch in gymnasium
 12:05 – 12:25 Grs 4 – 8 Lunch in Gym
 12:25 – 12:45 Grs 4 – 8 Outdoor recess, weather permitting
 11:30 – 12:30 Nursery Nap
 12:35 – 1:05 Nursery Lunch in classroom
 Pre K for All will schedule their own lunch and recess times.

Lunch Regulations --Children May Not:

- A. remain in the classroom when the other students are dismissed at lunchtime.
- B. return to their classrooms after dismissal at lunch time, unless they have permission and when accompanied by an adult.
- C. bring food or beverages outside during recess.
- D. leave the yard, play street, or meadow.
- E. run while in yard, play street, or meadow.
- F. use equipment other than that provided by the school at lunchtime.

XII. UNIFORM REGULATIONS (Label uniforms and all property with student's name)

Nursery & Pre K: Although Nursery and Pre K do not have a school uniform, they are expected to dress appropriately for play and weather. Students must wear sneakers with Velcro closures at all times. This will ensure that the children are prepared for any physical activities that the teacher has planned, as well as outdoor recess. Sandals, heels and boots pose a safety hazard.

School uniform will be worn in its entirety each day, unless otherwise stated by the principal.

School uniforms are to be worn to and from school.

All shirts must be tucked into skirts, pants, skorts, and shorts except regulation gym shorts with regulation t-shirt.

Kindergarten thru 5th Grade

Year Round Uniform

GIRLS	BOYS
School plaid jumper	Navy blue school pants
White rounded collar, long or short sleeve blouse	White pointed collar, long or short sleeve shirt
School plaid criss-cross tie	School plaid tie
Solid white or navy knee socks or tights	Solid white or navy socks
Black uniform lace or Mary Jane shoe	Black uniform lace or velcro shoe
Optional V-neck navy blue long sleeve logo sweater	Optional V-neck navy blue long sleeve logo sweater

Optional Fall/Spring Uniform Worn Sept-Oct and May-June

GIRLS	BOYS
Navy blue school skort	Navy blue school shorts
White polo shirt with school logo	White polo shirt with school logo
White ankle socks (must cover the ankle)	White ankle socks (must cover the ankle)
White sneakers (must not go above the ankle)	White sneakers (must not go above the ankle)

Optional Severe Weather ONLY (temperature below 32°F)

GIRLS
Navy blue school pants
White rounded collar, long or short sleeve blouse
School plaid criss-cross tie
Solid white or navy knee socks
Black uniform lace shoe or black uniform Mary Jane shoe
Optional v-neck navy blue long sleeve logo sweater

Gym Uniform

GIRLS & BOYS
Gray uniform t-shirt with school logo
Gray uniform sweatpants with school logo
Red uniform shorts with school logo. If shorts are worn Nov-Apr, sweatpants must be worn over the shorts and then removed for gym class.
Gray uniform sweatshirt with school logo
White sneakers (must not go above the ankle)

6th thru 8th Grade**Year Round Uniform**

GIRLS	BOYS
School plaid skirt	Navy blue school pants
White pointed collar, long or short sleeve blouse	White pointed collar, long or short sleeve shirt
Red cardigan with school logo	School plaid tie
Solid white or navy knee socks or tights	Solid white or navy socks
Black uniform lace shoe or black penny loafers	Black uniform lace shoes
	Navy blue sweater vest with school logo

Optional Fall/Spring Uniform Worn Sept–Oct and May-June

GIRLS	BOYS
Navy blue school skort	Navy blue school shorts
White polo shirt with school logo	White polo shirt with school logo
White ankle socks (must cover the ankle)	White ankle socks (must cover the ankle)
White sneakers (must not go above the ankle)	White sneakers (must not go above the ankle)
OR	
School plaid skirt	
White polo shirt with school logo	
White or navy knee socks	
Black uniform lace shoes or black penny loafers	

Optional Severe Weather ONLY

GIRLS
Navy blue school pants
White pointed collar, long or short sleeve blouse
Red cardigan with school logo
Solid white or navy knee socks
Black uniform lace shoe or black uniform penny loafers

Gym Uniform

GIRLS & BOYS
Gray uniform t-shirt with school logo
Gray uniform sweatpants with school logo
Red uniform shorts with school logo. If shorts are worn Nov-Apr, sweatpants must be worn over the shorts and then removed for gym class.
Gray uniform sweatshirt with school logo
White sneakers (must not go above the ankle)
NO SH extracurricular clothing, i.e. basketball, twirling, etc.

UNIFORM REGULATIONS (continued)

Sneakers: Uniform sneakers are to be worn for both gym and with summer uniform. Uniform sneakers are white. Only white socks are permitted when wearing sneakers. No high tops or sneakers containing wedges, or hidden wedges or LED lights are permitted. Heelies are never permitted in school.

During cold and inclement weather, students who wear boots to school must carry appropriate footwear to change into.

All children must have a suitable **schoolbag or backpack**.

Make-up of any type or nail polish is not permitted on any school day. Nail and hair extensions are not permitted.

Hair may not be dyed, lightened, frosted or have any other color altering treatment. Girls and boys should have a simple and neat school appropriate cut with no hair in their eyes. Hair length for boys should not be longer than the bottom of the ear on the sides and top of the collar in the back. In addition, Mohawk haircuts or trendy design sculpting is not allowed. Girls with very full hair, should wear it tied back to keep it out of their eyes. Bandana type or extra wide headbands are not to be worn.

Jewelry is to be kept to a minimum.

1. Only post earrings (not hanging) and close to the ear hoop earrings are allowed (for girls only). Hoops must be small enough that the student cannot put her pinky through the hoop. Hanging earrings and multiple earrings are not permitted. Our earring policy is a safety issue. Boys may not wear earrings. If your son pierces his ear during school months HE WILL BE REQUIRED TO REMOVE THE EARRING, so arrange piercings accordingly.
2. Large oversized or multiple necklaces are not permitted. If an acceptable chain is worn, it must be worn inside shirt.
3. No more than one ring per hand is permitted to be worn. One watch or bracelet may be worn.
4. No tattoos of any kind.

Boys must remove **hats** upon entering school or church.

Dress Down Days – Students may dress down only on paid dress down days, special holidays where the principal has given special permission, on their birthday, and in some cases as a fundraising reward. STUDENTS MAY NOT DRESS DOWN ON DAYS WHEN THE STUDENT BODY GOES TO MASS TOGETHER i.e. First Friday, holidays, etc.

Dress Down does NOT include: make-up of any kind, bare midriffs, tube tops, strapless tops, tank tops or tops with spaghetti straps, excessively short skirts, or shorts. (Only pants, capris or shorts that come to the knee are permitted). Also not permitted are basketball shirts with large armholes, or hats. The only shoe permitted is a closed sneaker. Normal jewelry policies are to be adhered to.

XIII. OFFICE HOURS

- A. The school office is open each morning for important business.
- B. Please send **all** items for the office **through your child. Make every effort to return requested papers by the** due date specified as follow ups are very time consuming. Any monetary returns should be put in an envelope with your child's name and grade.
- C. Scheduled parent-teacher conferences will take place twice a year at Report Card distribution. However, a teacher, parent or the principal may request meetings at any time throughout the school year. Phone conferences are also a beneficial and time efficient method of communication.
- D. Parents are to address concerns regarding academic or student behavior directly with the classroom/subject teacher. A short note should be sent to the teacher requesting an appointment. All conferences are confidential between parent and school personnel and will therefore take place within the classrooms or in the principal's office. The teacher will notify the principal of all conferences and the results.
- E. If a situation needs to be addressed further, the parent may contact the principal for discussion of the matter.

XIV. FIELD TRIPS

Each year, our teachers arrange some field trips for their students. Since these trips are provided as part of the school's educational experience, **all students are expected to participate.** If, for some reason a student cannot attend a field trip with his/her class, the youngster is expected to attend school on that day. Assignments will be provided for these students.

XV. SPEECH SERVICES

As members of Public School District 24, our students are entitled to receive speech services within the District. Please contact the school office, if you have any concerns regarding speech therapy.

XVI. COMMITTEE ON SPECIAL EDUCATION (CSE)

Students are entitled to be evaluated to diagnose academic deficiencies. We provide (SETSS) special education teacher support services for students who qualify.

XVII. NON-DISCRIMINATION POLICY

Sacred Heart Catholic Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Sacred Heart Catholic Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs.

XVIII. FIRE DRILLS & LOCK DOWNS

Fire drills and lock downs are called with and without prior notice. Regulations and procedures will be discussed with students and they are to treat these drills as a serious matter. **Regulations and directions are to be followed without exception.**

XIX. CRISIS MANAGEMENT PLANS

Our school has a Crisis Management Plan in place, but for reasons of confidentiality it cannot be made public. Our designated secondary sites in the event of a complete evacuation are the church and if necessary P.S./I.S. 113.

XX. DRUG OR ALCOHOL ABUSE POLICY

As Christians, we are taught to respect our bodies. To abuse our bodies is to abuse a gift from the Lord and using drugs or alcohol is abusing our bodies. Students possessing or using drugs or alcohol while in school, or while engaged in school activities, are considered a serious threat to the well-being of Sacred Heart Catholic Academy and will be suspended from school and their parents notified immediately. Students found using or possessing drugs or alcohol will be required to attend a program designated by the principal in order to remain in Sacred Heart Catholic Academy. Selling or passing drugs or alcohol, however, will be considered grounds for immediate expulsion. This policy of Sacred Heart Catholic Academy will be upheld without exception and strictly enforced.

XXI. HOMEWORK / STUDY

Homework includes both study and written work and is a reinforcement of lessons being taught. Assignments are given at the discretion of the teacher and the amount of tasks are to be grade level appropriate. Homework is to be neat, accurate, complete and include the proper heading. All homework is to be done by the children, reviewed by the parents and signed nightly. We encourage parents to take an interest in helping their children to become successful in school. By working with your child and your child's teacher, you can help your child become a more successful learner. You can best help your child by helping them to learn to understand the value of study skills. But caution is advised. Some kinds of help and assistance can be harmful. If the giving of help keeps a young person from developing their own sense of responsibility, then it is harmful.

Enabling is a term that refers to helping or allowing a behavior to continue. Here are some examples of negative outcomes of enabling a child's poor study skills:

- Parents enable a child when they do their child's homework.
- Parents enable a child when they repeatedly bring things to school because the youngster forgets.
- Parents enable a child when they make comments like, "I was like that in school, too", or "I didn't like math either."
- Parents enable a child when they allow the child to plagiarize assignments rather than helping them to learn how to read the information and write about it in their own words.

Sometimes, in a parent's efforts to help their child to succeed in school, they can help too much. Too much help removes responsibility from the student for their actions. The youngster gets used to such help and will learn to rely on that help rather than becoming responsible for themselves.

Students should always be prepared for class and will not be permitted to contact home for missing materials. Both parents and teachers want to encourage young people to become responsible for their own actions. Of course, the amount of responsibility expected from each child will vary from one grade to another. But a student will not learn that sense of responsibility effectively if his/her tasks are performed for him or her or if excuses are made for poor performances. Instead of enabling the child, parents and teachers need to encourage him/her to become a skilled learner and to become increasingly responsible for their own learning, in school and elsewhere.

XXII. HONOR ROLL CRITERIA – Grades 5 - 8

Principal's List:

- Average of 97 – 100% (no grade less than 80% in the five major subjects)
- 3 or 4 in conduct, effort, homework, personal progress, Physical Education, Art, and Music.
- A passing grade in Computer and Spanish is required.

First Honors:

- Average of 93 – 96% (no grade less than 80% in the five major subjects)
- 3 or 4 in conduct, effort, homework, personal progress, Physical Education, Art, and Music.
- A passing grade in Computer and Spanish is required.

Second Honors:

- Average of 89 - 92% (no grade less than 80% in the five major subjects)
- 3 or 4 in conduct, effort, homework, personal progress, Physical Education, Art, and Music.
- A passing grade in Computer and Spanish is required.

XXIII. PERSONAL PROPERTY

Students are not allowed to bring electronic games, reading and communication devices including but not limited to kindles, PSP, etc. to school. Sacred Heart Catholic Academy will not be responsible for any personal property that students may bring to school, such as but not limited to cell phones, electronic games, iPods, etc. All clothing and personal items should be labeled with student's full name.

XXIV. SCHOOL CLOSINGS

A. Snow Emergency – Listen to WINS 1010 on your radio. The announcement will be either:

“Schools in the Diocese of Brooklyn are closed” OR
“Sacred Heart Catholic Academy of Glendale is closed” OR
“New York City Public Schools are closed”

B. Snow and Other Emergencies – The principal will contact the class coordinators and they will begin a phone relay to advise you of the emergency.

C. The school will send out a school blast to parents who have registered to receive them. You must re-register or register by sending an e-mail with your name, child's name and grade to ngiesse@sacredheartglendale.org.

D. Emergency School Closings will be shown on the Sacred Heart Catholic Academy website, www.SacredHeartGlendale.org and will be recorded on the school answering machine.

XXV. EMERGENCY

If an **emergency** occurs at home and you are unable to reach the school because of Telephone failure, please call the rectory (821-6434) or Religious Education Center (386-5616). They will relay the message to the school.

Acceptable Use Policy Technology and Internet Usage

Sacred Heart Catholic Academy provides Internet access for educational purposes. It is important that students and parents are aware of all of our school policies, including our Acceptable Use Policy. It is mandatory that the last sheet of the "Policies and Regulations" information provided in this calendar be signed and returned immediately. **No students will be allowed to use the technology at school without the return of this form.** indicating our policies have been read and understood.

Students' access to and use of the Internet, as well as, all other computer-related technology will be supervised at all times. We use a proxy server to filter/block unsuitable Internet sites. However, the Internet is an international linking of networks that is impossible to completely monitor. It is the responsibility of the parents to caution their children about the unsuitability of certain types of sites. It is the responsibility of the student to notify the adult in the room immediately of any unsuitable material that may be accessed by themselves or a fellow student, whether intentionally or accidentally. For the protection of our students and resources, the school has set forth the following regulations regarding the use of computers/technology/Internet:

1. Computers will not be used for anything other than teacher directed use.
2. Students will show proper care in the handling of all equipment. Any student who damages any software or hardware may be responsible for its repair/replacement and his/her computer privileges may be revoked.
3. Students may not attempt to by-pass security in place on computers. If security is circumvented accidentally, the student must notify the adult in the room immediately.
4. No student will bring software to copy on school computers.
5. Students will be held responsible for information viewed, received and sent through the Internet.
6. Students must respect the work and ownership rights of students, staff, and people outside the school.
7. Students are prohibited from using the school's electronic resources to harm others.
8. Students are prohibited from unauthorized access to other people's files or programs.
9. Students are prohibited from gaining unauthorized access to on-line resources by using someone else's password.

10. Students are prohibited to make changes to hardware or software.
11. Students are prohibited to access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, threatening, harassing, or sexually explicit material. They are also prohibited from creating copies of copyrighted works.
12. Students must report threatening or discomforting materials immediately to the adult in the room.
13. Students are prohibited from sending spam, chain letters, or other mass unsolicited mailings.
14. Students are prohibited from inappropriate language.
15. Students are prohibited from connecting removable media like CDs, flash drives, laptops, PDAs, etc. to school computers without first having permission and having the teacher scan same for viruses.
16. Students are prohibited from revealing their home address, telephone number, school name, or picture through the school's technology resources or personal technology resources without authorization from the teacher. In addition, students are to notify a staff member immediately if they are asked for personal information or if inappropriate materials come up during their technology use.
17. Access to chat rooms and social media is prohibited without the permission of the teacher in the room.
18. Access to email accounts is prohibited without authorization from the teacher in the room. You may not open email attachments without the teacher's permission.
19. All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.
20. Any attempt to introduce a virus or malicious code will be considered a serious infraction and will be dealt with severely.
21. Students may not access material from the Internet to gain unfair advantage in their studies. Such actions may lead to severe consequences.

There is no right to privacy when using the school's technology resources or using personal technology on school grounds.

Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accordance with the policy set by the school's administration. This includes, but is not limited to computers, storage devices, cell phones, etc.

There is no absolute right to freedom of speech when using the school's technology resources or using personal technology resources while on school grounds. Student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

Parents must discuss these issues with their children. Parents must understand that access to the Internet is designed for educational purposes and that technology is part of the students' educational day. They must also recognize that it is impossible for Sacred Heart Catholic Academy to completely restrict access to all controversial materials and cannot hold the faculty responsible for materials acquired over the Internet. Parents must also understand that individuals and families may be liable for violations as detailed herein.

Students found in violation of our Acceptable Use Policy may be subject to one or more of the following consequences:

1. Temporary/ Permanent suspension of Internet privileges.
2. Temporary / Permanent suspension of computer privileges
3. Further disciplinary actions as warranted in specific cases of serious or repetitive infractions.

Please Note: The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations, for just cause, at her discretion. Also, the administrator has the right to search computers, cell phones, lockers, etc. if there is reasonable cause to do so.

The principal retains the right to amend the Handbook for just cause and parents will be given prompt notification if changes are made.

Sign & Return

Please sign below. Return the cut-off to school with your child tomorrow.

We have thoroughly read and discussed with our child / children the policies and regulations of Sacred Heart Catholic Academy including the Acceptable Use Policy regarding technology use and agree to abide by them.

Child/Children's Signature(s):

Parents' Signatures:

SACRED HEART CATHOLIC ACADEMY STAFF

Principal
Ms. Joanne Gangi

Secretary
Mrs. Susanne Wolfe

Receptionist
Mrs. Loretta Watz

Nursery-1
Ms. Nicole Panariello

Grade 4
Mrs. Kathleen Hebel

Teacher Assistants
Mrs. Cynthia Fusco
Mrs. Sally Kuchinskas
Mrs. Ann Maddelena
Mrs. Jody Salig
Mrs. Susan Schmoll

Financial Secretary
Liliana Gomez

Nursery-2
Mrs. Katherine Valencia

Grade 5
Mrs. Ellen Lawlor

Pre K for All Director
Mrs. Alison Kondel

Pre K for All - 1
Ms. Jennifer Mazzarelli

Grade 6
Science, ELA, Religion
Mrs. Mary Nish

Art
Mr. Justin Roxo

School Nurse
Ms. Michele Peets

Pre K for All - 2
Mrs. Linda McPhillips

Grade 7
Math, ELA, Religion
Mrs. Nanette Allen

Computer
Mrs. Susan Jesnes

Kindergarten
Mrs. Jennifer Velez

Library
Mrs. Alison Kondel

Grade 1
Mrs. Patrice Kulikowski

Grade 8
Social Studies, ELA,
Religion
Mrs. Cathy Sass

Physical Education
Mr. Michael Callaghan

Grade 2
Ms. Valerie Porcelli

Resource
Mrs. Theresa Stalzer

Grade 3
Mrs. Michele Curatolo

Spanish Language
Ms. Laedy Pereira Sordilli

SACRED HEART PARISH STAFF

Rev. Marcin L. Chilczuk
Administrator

Rev. John J. Fullum
Pastor Emeritus

Mr. Peter Stamm
Deacon

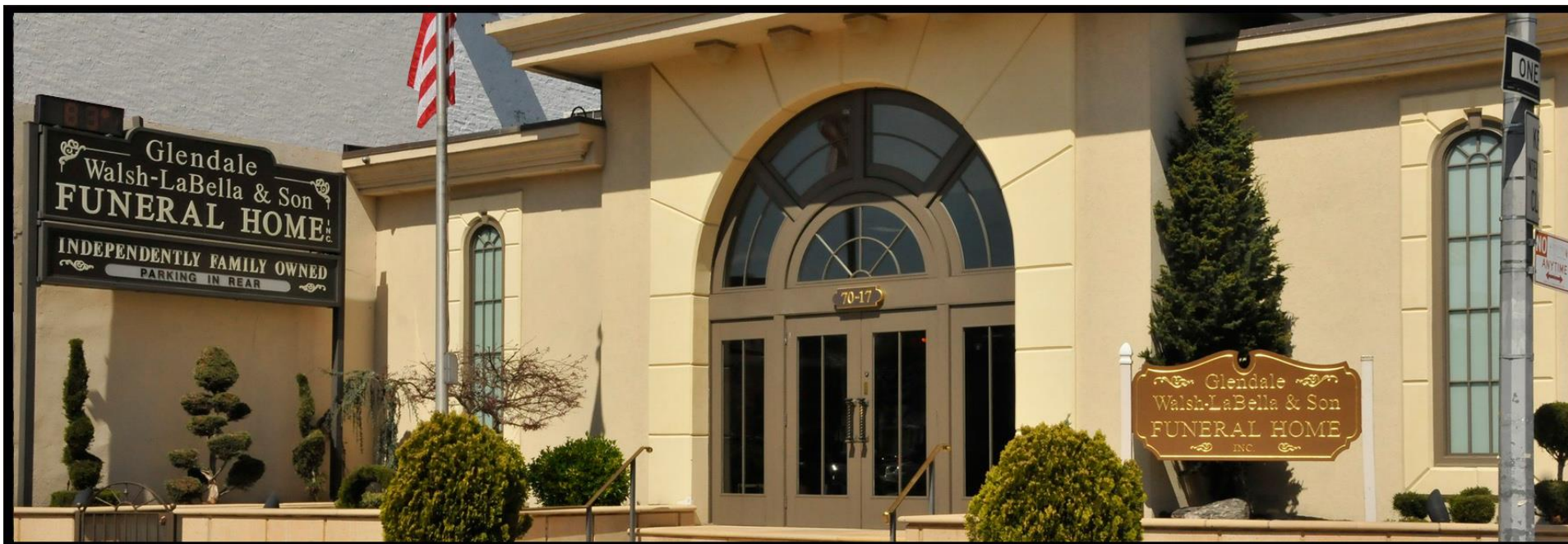
Ms. Laura Ciraolo
Director of Faith Formation

Mrs. Nancy Baer
Pastoral Associate

Mr. Charles Nicholson
Music Director

Mr. Charles Wissert
Plant Manager

NOTES



This Handbook/Calendar was generously provided by:

Glendale Walsh-LaBella & Son
Funeral Home
70-17 Cooper Avenue,
Glendale, NY 11385
718-366-7200

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